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13 NOV 1972

MEMORANDUM FOR: Division and Staff Chiefs, Office of Personnel

SUBJECT : Briefings for the Deputy Director for Support

1. Office of Personnel Division and Staff Chief briefings to be given to the Deputy Director for Support during 1973 are scheduled as follows:

Control Division	14 February
Credit Union	15 February
Position Management and Compensation Division	21 February
Special Activities Staff	22 February
Review Staff	30 May
Recruitment Division	31 May
Staff Personnel Division	31 October
Retirement Affairs Division	1 November
Contract Personnel Division	7 November
Benefits and Services Division	8 November
Mobilization and Military Personnel Division	14 November
Plans Staff	15 November

2. The briefings will begin at 1330 hours and will be held in the DD/S Conference Room, Room 7 D 34. Content of the briefings should be in accordance with DD/S Administrative Instruction No. 72-1, copy attached.

3. Changes may be made in the schedule if necessary.

4. The Director of Personnel has requested that you be prepared to "dry run" your proposed briefing with him about two weeks in advance of your scheduled DD/S briefing.

Executive Assistant
Office of Personnel

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Att

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5 January 1972

DD/S ADMINISTRATIVE
INSTRUCTION NO. 72-1

ANNUAL BRIEFING PROGRAM

1. General

For several years the Deputy Director for Support has scheduled annual briefings by Division and Staff Chiefs within the Offices of the Support Directorate. The purpose of this instruction is to furnish guidance for the preparation and presentation of those briefings. Office Directors may attend and participate as they individually choose. Briefings will be held at locations chosen by Office Directors.

2. Purposes of the Briefings

The briefings are intended to:

- a. Provide a forum for Division and Staff Chiefs to focus the attention of the Deputy Director for Support on particular problems, objectives, goals, programs, plans, and pertinent collateral issues.
- b. Assist the Division and Staff Chiefs to review their own operations, take a fresh look at them, and obtain guidance from the DD/S.
- c. Give the DD/S current insight into the operations and management of all components of his Directorate.

3. Do's

- a. Briefings normally will be presented by Chiefs of Divisions and Staffs or their Deputies but may be presented by one or more subordinates if it is constructive to have particular subjects dealt with individually.

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b. Presentations should be planned to run about 30-45 minutes to allow time for questions and discussion during and after the briefing while keeping the total time generally within one hour.

c. Significant accomplishments during the period since the last briefing should be presented and failures or short-falls should be described.

d. Goals for the next year and how it is planned to achieve them should be discussed.

e. Any expected shifts in the priorities of goals, objectives, and programs during the coming year should be described and evaluated.

f. Current and anticipated problems which have impeded accomplishments and which are expected to be impediments to the achievement of goals should be presented.

g. Implications for reallocation of resources in terms of people, money, and facilities relating to the foregoing should be identified and described.

h. Significant changes in organizational structure, staffing complement, methods and procedures, or workload should be covered.

4. Don'ts

a. The organization and staffing of the Division or Staff should not be reviewed and organizational charts need not be presented unless there is a significant change.

b. Workload statistics should not be the principal topic of briefings but should be presented only if there is something of true significance to report.

5. Briefing schedules for individual offices will be distributed by separate memorandum.



ROBERT S. WATTLES
ASSISTANT DEPUTY DIRECTOR
FOR SUPPORT

DISTRIBUTION: 2B

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